Form 18—Notice to the owner that a private certifier has been engaged

Notify the owner of a building that a private certifier has been engaged.	☐ Notify the owner of a building that a private certifier has been engaged (send to owner). Pursuant to section 143 of the *Building Act 1975*, I advise that I have been engaged by *(insert name of client/applicant in the following box)* _____ as the private certifier to assess and carry out inspections of the proposed building work described below. Date of engagement _____ The fee payable to assess and carry out inspections of single detached class 1a buildings and structures and class 10 buildings and structures will cover the following inspections by the certifier: ☐ Foundation and excavation ☐ Slab stage ☐ Frame stage ☐ Final stage ☐ Other stages *(please indicate)* _____ _____ _____ _____ _____ The fee payable to assess and carry out inspections for other classes of buildings refers to the development application.
1. Property description The description must identify all land the subject of the application. The lot and plan details (e.g. SP/RP) are shown on title documents or a rates notice. If the plan is not registered by title, provide previous lot and plan details.	Street address *(include no., street, suburb locality and postcode)* _____ _____ Postcode Lot and plan details *(attach list if necessary)* _____ In which local government area is the land situated? _____
2. Owner's details If the owner is a company, a contact person must be shown. All correspondence will be mailed to this address.	Name (*in full*) _____ Company name *if applicable* _____ Contact person _____ Phone no. *business hours* _____ Mobile no. _____ Fax no. _____ Email address _____ Postal address _____ _____ Postcode

3. Description of proposed building work	Insert description:
4. Private certifier If the certifier works for a company, a contact person must be shown.	Name (*in full*) Company name (*if applicable*) Contact person Phone no. *business hours* Mobile no. Fax no. Email address Postal address Postcode Licence number Signature Date

This is the information about the responsibilities of your private certifier

A private certifier has been engaged to approve and inspect building work on your land. This section outlines the role of a private certifier and where you can obtain more information.

What is a private certifier?

A private certifier can approve and inspect building work in the same manner as the local council. A private certifier is engaged under a written contract with the person who made the application. This may be the building designer, the builder or the property owner. Once hired, a private certifier must also notify the local council within five business days.

Private certifiers are licensed to practice by the Queensland Building and Construction Commission and must abide by State legislation and Code of Conduct. The Code and the laws require a private certifier to act in the public interest and not take action that would compromise the health and safety of any person, the amenity of their property or significantly conflict with a local council's planning scheme. The Code also sets out standards of conduct and professionalism expected from certifiers.

When can a private certifier issue an approval?

A private certifier cannot issue an approval until other necessary approvals, such as town planning approval by the council, have been given, and copies of relevant documents are lodged with the council for archiving.

What does a private certifier do?

A private certifier can perform the following functions:

- assess whether proposed building work complies with acceptable health and safety standards called up by building legislation (ie Building Code of Australia);
- issue approval for the building work;
- carry out inspections to determine if the building complies with building legislation and any conditions they impose on the approval;
- issue a final inspection certificate for the building work; and
- take any necessary action to ensure the building work complies with the legislation.

Where the building work involves a detached house or ancillary buildings such as a garage or shed, the private certifier must send a copy of the development approval and approved plans to the owner.

What inspections will be done?

The required inspections will be shown on the development approval. For houses the following inspections must be undertaken:

- Foundation and excavation (before the footings are poured);
- Slab (before the concrete is poured);
- Frame (before the cladding or lining is fixed or for reinforced masonry construction, before the wall cavities are filled); and
- Final (at the completion of all aspects of the building work).

For alterations including additions to a house, inspections must be undertaken for each stage of the building work that applies to the alteration.

For private garages, carports and sheds an inspection is required at the final stages of construction. For swimming pools and required fencing, an inspection must be carried out and the fence certified before water is placed in the pool.

The person carrying out the building work must give notice to the private certifier when an inspection is due. A private certifier or council certifier must carry out a pool fencing inspection. For the other inspections, the private certifier will either carry out inspections personally or appoint competent persons to inspect and approve aspects of work. The private certifier will send a final inspection certificate to the owner nominated on the application form, and a copy will be given to the local council at the completion of the building work.

Who is responsible for the standard of work?

Both the building contractor and owner are responsible for ensuring building work is carried out to a standard of quality and finish required by the owner under the conditions of contract. The private certifier is not responsible for standards of workmanship higher than the acceptable health and safety standards called upon by State legislation.

What is the State legislation?

- *Sustainable Planning Act 2009*—the approval and appeal processes for building work and the responsibilities of a private certifier.
- *Building Act 1975*—the licensing, auditing and compliant investigation of private certifiers by the Queensland Building and Construction Commission.
- *Building Regulation 2006*—assessment of applications, certificates of classification and references the Building Code of Australia and Queensland Development Code as the standards applying in Queensland.

State legislation can be accessed at www.legislation.qld.gov.au.

Where can I get further information?

Further information about the performance of a private certifier and the obligations of a building are available from the Queensland Building and Construction Commission. The Queensland Building and Construction Commission can be contacted by phone 139 333.

Further information about State government legislation and the Code of Conduct for private certifiers is available from Building Codes Queensland, Department of Housing and Public Works on www.hpw.qld.gov.au.